

# Request for Offers (RFO) Addendum

RFO Number: RFO0096

Addendum Number: 1

Date of Addendum: 10/21/2015

Original Due Date, Time: 10/23/2015

Revised Date, Time (if changing):

Title: MS Excel and Access Developer - Multifamily Remodel Technical Projects

## SCOPE OF ADDENDUM

The following are changes to the RFO:

### Responses to the Questions received from Vendors:

Q1. Is there an incumbent for this position?

A1. All qualified candidates will be considered.

Q2. Bullet point #3 under Services Requested is 'Technical/functional requirements documentation according to the BTS documented Life Cycle standards'; Will the selected resource or the current BA be responsible for gathering requirements?

A2. BA is responsible for gathering business requirements (Business requirements document), and developer is responsible for providing the technical/functional requirements to the BA who creates the 'functional requirements document'.

Q3. Deliverable indicates ETL/BI developer with Excel and VBA skills, yet Pentaho is required, and BI skills are desired.

A3. The ETL C#.net developer will be writing the extract, transform and load processes for the BI platform. Pentaho is our ETL tool for that transformation. The Excel and VBA skills are required as we re-platform the multifamily technical environment to a web based solution. This person should be familiar with BI and reporting, but it is not a primary responsibility of the role.

Q4. Is there a Max number of candidates that can be submitted by each vendor?

A4. Please submit only 1 qualified candidate

Q5. Will the interview be in-person or by phone?

A5. Initial interview will be by phone, followed by an in person interview on-site at our St. Paul office.

Q6. Please specify the duration/length of the project with start and end dates.

A6. As stated in the Business need of the RFO, the length of the contract is one year. Start date will be mid – November 2015 thru November 2016.

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: